

SUBJECT:	FIM NUMBER:
American Express State Travel Card Program	2000-08
REFERENCES:	DATE:
None	September 12, 2000

DISTRIBUTION

Wardens
Associate Wardens, Business Services
Regional Accounting Office Administrators
Headquarters Accounting Services Section

PURPOSE

This Financial Information Memo (FIM) provides instructions and guidelines regarding application for and use of the American Express (AMEX) State Travel Card Program.

BACKGROUND

In 1990, the Department of General Services (DGS) contracted with AMEX to provide State employees a method of paying travel costs when conducting State business. In March 1998, on a pilot basis, CDC implemented the AMEX card for the Transportation Unit, Institutions Division for travel-related expenses.

This voluntary program is now available to CDC employees that travel four or more times a year on State business. The AMEX card is intended primarily for business-related expenses such as hotels, meals and incidentals. AMEX will do a credit check on each applicant, who will be responsible for all charges. There are no annual fees associated with the card and there are no minimum income requirements for the employee. In addition, AMEX charges no interest on purchases that are paid in full by the due date. Cardholders will be evaluated every thirteen months to determine if there is adequate spending. Cardholders must use their AMEX card at least four times a year. Low card use will result in card cancellation. The travel coordinator in the Accounting Office that processes employees' travel expense claims will act as the respective Amex card Program Administrator.

DISCUSSION

1. To request an AMEX Card for State travel purposes, an eligible employee must:

- Complete the AMEX card application (copy attached);
- Complete the acceptance form (copy attached); and
- Forward both completed documents to the Accounting Office that pays their travel claims.

Employees will continue to submit Travel Expense Claims (TEC) for business-related travel expenses to their Accounting Office for reimbursement. All travel policies and receipt requirements remain in effect, except cardholders are no longer eligible for travel advances. TECs that identify the employee as an Amex card user will be paid within three weeks of receipt in the Accounting Office.

2. Airline Tickets and Car Rentals should be scheduled through your approved Business Transportation Account Travel Agency. The card is not to be used for purchase of State equipment. Properly identified Travel Expense Claims for AMEX users will be processed within three weeks days of receipt in the respective accounting office.

Employees must use their home mailing address on the card application. Monthly AMEX statements will be sent to the employee's home and payment is due in full. If the account becomes delinquent, AMEX may suspend your card, after 60 days and your card may be canceled after 90 days.

The Accounting Office Travel Coordinator/Program Administrator will assure account information confidentially, will perform all administrative duties and will assure the security of address and account information received both from the employee and AMEX. The Travel Coordinator/Program Administrator will maintain employee account information in a secure area at all times.

ACTION REQUIRED

Each participating employee within CDC must be identified by their supervisor as an employee who travels four or more times a year. At the time an employee signs the necessary AMEX application forms, he/she will agree to the rules and regulations of the Travel Card Program. When the signed application is approved, AMEX will issue a charge card to each employee who passes the credit check.

If you have further questions regarding this FIM, please contact Paul Thatcher, Chief, Accounting Policies and Procedures Section, at (916) 322-6051 or CALNET 492-6051.

WENDY STILL
Chief Financial Officer
Office of Financial Management

Attachments

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cc: Institutions Division Regional Administrators
Planning and Construction Division
Carol Gardemal, Region 1 Accounting
Jim Collins, Region 2 Accounting
Office of Personnel Management
Health Care Services Division
Charles Kjer, Budget Management Branch
Judy Buckman, Business Management Branch
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Institutions Division
Parole and Community Services Division
William Dougherty, Accounting Management Branch
Kim Garcia, Headquarters Accounting Services Section
Yvonne Scott, Headquarters Accounting Services Section
Paul Thatcher, Accounting Policies and Procedures Section
Valerie Francisco, Accounting Policies and Procedures Section
Accounting Policies and Procedures Section

Financial Information Memo
American Express State Travel Card Program
Attachment

INSTRUCTIONS ON OBTAINING AN AMEX STATE TRAVEL CARD

- Complete and sign the attached application in full.
The applicant will complete the top portion of the application and sign.
The billing address must be the applicant's home address or Post Office Box number, and "Home" must be checked.
- Forward the completed application to the Travel Coordinator/Program Administrator in the Accounting Office that processes your travel advances and travel claims.
- The Travel Coordinator/Program Administrator in the Accounting Office will complete the remainder of the application, including the Basic Control Number and fax the application to AMEX within 2 to 5 working days of receipt.
- AMEX will complete a credit check on each applicant and retains the right to reject applicants who do not meet their guidelines. AMEX will mail a denial letter directly to applicants denied a card.
- For approved applications, AMEX will deliver the card directly to the applicant's home address within 10-15 working days from the date the application is received by AMEX.
- The AMEX State Travel Card must be returned to the respective Travel Coordinator/Program Administrator for cancellation whenever employment is terminated with the California Department of Corrections.

Financial Information Memo
American Express State Travel Card Program
Attachment

CALIFORNIA DEPARTMENT OF CORRECTIONS
AMEX ACCEPTANCE FORM

Upon acceptance of the American Express (AMEX) State Travel Card, I hereby acknowledge that I am to adhere to the following rules and regulations:

- The card will be used only while on official State business for travel-related expenses (i.e., hotel/motel establishments and restaurants). Any other use of the card is not authorized.
- In accordance with the California Department of Corrections Travel Guide and the Department of Personnel Administration Rules 599.615 through 599.638.1, all Department and Statewide travel rules will be observed.
- The cardholder will not request or receive travel advance funds.
- The Department will reimburse all travel-related expenses through the normal Travel Expense Claim process.
- The cardholder will submit Travel Expense Claims for reimbursement in a timely manner. Charges made while on official State business in accordance with Departmental and statewide travel rules will be reimbursed within three weeks of receipt by the Accounting Office. Any unauthorized charges are the sole responsibility of the cardholder.
- Payment of all charges to the American Express State Travel Card is the sole responsibility of the cardholder.
- The cardholder's account may be periodically reviewed to ensure compliance.
- The cardholder will notify the Travel Coordinator/Program Administrator of any changes in Personnel status and, if requested, relinquish possession of the card.

Employee Signature

Date

Employee's Printed Name

Division & Unit

Employee's Office Address

Employee's Office Telephone Number

Supervisor's Signature

Supervisor's Phone Number

This form must accompany the American Express Government Card Application form submitted to the Travel Coordinator/Program Administrator.